QUICK GUIDE DOCUSIGN



SEND A DOCUMENT FOR E-SIGNATURE

Documents must be in Word, Excel, or PDF format. They must be saved to the contract or VCO supporting documents page with the document source My computer.

1. From the contract or VCO Supporting documents page, select one or more documents with the document source *My computer*, and then click the **Send** for signature icon.

Action	6	•		HEADER		LINE ITEMS		SCHEDULE OF V	ALUES	VENDOR	CHANGE I LOG	BACK CH	NAGES	PAYMENT FO	RMS	PAYMENT PROGRESS	SUP	PORTING UMENTS	WOP ASSIG	KFLOW WMENTS	
Œ	-	C	Ē	Θ	\otimes												Star	t approva	Reject	Appr	
0		Title	7	File/Li	sk		Ŧ	Document type	Ŧ	Subtype	$\overline{\nabla}$	Approval status	Ŧ	DocuSign Status	$\overline{\nabla}$	Approved/Reje_	Approved/Reje		Executed d 👻	Effective d	Ŧ
•		Test		74000	01229_19	01_VCO DocuSign_200	21	Executed chang	e o			Not started		Not applicable					12/10/2021		
	Docu	Sign - Do	cuSign	Project	Site Ma	a.docx		Signed document	nt			Not applicable		Signed							

2. Review the Names in the Assigned section of the wizard. If you want to add additional recipients, find their names in the Unassigned section, and then click the **Add** icon. All signees in the Assigned section have ad-hoc signee tags that can be placed on the document in DocuSign.

cuSign ipient	2 Add message	ill receive an email to sign the do	File/Link 7450001223_1501_VDD DocuSign_2021-Doc-08.17-30-36.pdf he document					
ning or	der can be assigned bas ed	ed on the order of needed signat	ures.					
	Recipient	Name	Company	Title	Email	Signing or		
Θ	DocuSign 1	The local	No. of Concession, Name	Transformer (and the second second second	1 *		
Θ	DocuSign 2	Taxa Managana	Section Contraction	Ministry I.		1		
-								
Inassi	gned Recipient	Name	Company	Title	Email			
Inassi	gned Recipient DocuSign 3	Name	Company	Title	Email			
inassi •	gned Recipient DocuSign 3 DocuSign 4	Name	Company	Title	Email			

- 3. Review the values in the Signing order column. The numbers in the column specify the order in which the recipients are sent the document for eSignature.
- 4. If recipient information is missing from the Assigned section, update the information as needed.
- 5. Click **NEXT**.

ADDITONAL E-MAIL SET UP

1. Enter an email subject line and message to the recipients, and then click **Send**. A DocuSign window opens with the documents you chose.

Cie tien	h c h c we C	
Davana or Davana	Provisors Solucentrate Amount \$ 10000 Charge Oder Amount \$ 10000 Charge Oder Amount \$ 10000 Market Solucentrate Amount \$ 10000 Charge one Solucentrate Amount \$ 10000 Charge one Solucentrate Amount \$ 10000 Charge Oder Solu	* Market

- 2. All names from the Assigned section of the wizard are shown in a drop-down list in the upper left pane. Select the name of the person you want to add, and then select Signature, Initial, or Date Signed, and then click the place in the document.
- 3. Click **SEND**.

Note: The documents are routed for signature, and DocuSign sends an email message to each recipient based on the signing order. The signed document is loaded as a supporting document with a document type Signed document. Documents in the original eSign envelope can be corrected, if the document has not been signed. The DocuSign status shows when you hover over the ellipsis with the status of *Sent*. When you click **Correct**, DocuSign opens with a view of the original envelope. You can edit, change the order or recipients, and change whether they are to sign or receive a copy. You must have the Correct eSignature permission to correct DocuSign documents.

Sent by:	-	File/Link: 74_org temp 22_2022-Jul
Company	Name	DocuSign Status
g	1000	Sent
hj	(Receives a copy)	Delivered